

**COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**  
**THURSDAY, MAY 4, 2023**  
**6:30 PM - TOWN OFFICE CONFERENCE ROOM**

**Community & Economic Development Committee  
Thursday, May 4, 2023  
6:30 PM - Town Office Conference Room**

**AGENDA**

**CALL TO ORDER**

**MINUTES**

April 13, 2023

**RECOGNITION OF VISITORS**

**REPORTS**

March 2023 Financial Report

April 2023 Financial Report

Planning and Development Report

**COMMUNICATIONS**

**OLD BUSINESS**

Website

Spring Business After Hours

Business to Business Trade Show

Beautification

**NEW BUSINESS**

**OTHER BUSINESS**

**ADJOURNMENT**

**CEDC ACTIVE LIST**

SOP For New Businesses

Banner Replacement

# **MINUTES**

**Community & Economic Development Committee**  
**Thursday, April 13, 2023**  
**Town Office Conference Room - 6:30 PM**

**MINUTES**

**CALL TO ORDER**

The Poland CEDC meeting for April 13, 2023, was called to order at 6:32 pm, by Chair Cyndi Robbins. Vice Chair Sheila Foley, as well as members Norm Davis, Stacey Bsullak, and Mike Ellis, are present. Members Chrissy Kimball and Rob Dwyer are absent.

**Public Attendance:** Recording Secretary Alex Sirois and Selectboard Member Nate McNally.

**MINUTES**

March 2, 2023

- Member Stacey Bsullak makes a motion to approve the minutes for March 2, 2023, as presented, seconded by Member Mike Ellis. No discussion.

VOTE            YES - 5            NO - 0

**RECOGNITION OF VISITORS**

**REPORTS**

Financial Report - February 2023

- Chair Cyndi Robbins notices three transactions for professional services listed on the financial report, but cannot recall what they might be for.
- The Committee asks Recording Secretary Alex Sirois to find out what those are before they will vote.

Planning and Development Report

- The following new business registration was received by the Planning and Development Office since the last meeting:
  - Two Bees Clinical Compliance, a clinical documentation auditing business, at 9 Sunderland Road.
- The following applications were approved by the Planning Board since the last meeting:
  - Hawkeye Holdings LLC received Sketch Plan approval for an expanded parking area at 1372 Maine Street.
- No commercial building permits were received by the Code Enforcement Office since the last meeting.

**COMMUNICATIONS**

## **OLD BUSINESS**

### Downtown Design Standards

- Recording Secretary Alex Sirois reached out to Jim Seymour and Scott Neal for an update on the status of the Downtown Design Standards Amendment. He was told that the amendment was discussed by the Planning Board at their last meeting and they voted to not recommend approval.
- The Committee is disappointed to hear this, and they were expecting there to be some more discussion before the Planning Board made any decisions.

### CEDC Newsletter

- The Committee reviews the draft newsletter.
- Chair Cyndi Robbins will print the newsletter and have it available for handout at the business after-hours event.

### Website

- Recording Secretary Alex Sirois debuts the new website which is now live. He explains areas where additional copy or work is needed. He is going to continue to work on this and have it as complete as possible before the business after-hours event.

### Budget Discussion

- Chair Cyndi Robbins explains that Town Manager Matt Garside has already submitted the CEDC budget. This year, it was not split up into specific categories and it was proposed as a lump sum.
- The Committee may discuss an internal breakdown for how this should be spent later in the year.

### Spring Business After Hours

- A date of May 11th has been set for the Spring Business After Hours event.
- It will be hosted upstairs at Fairlawn.
- Chair Cyndi Robbins asks if they would like to spend money on a mailer or just send an email to those on our list.
  - Vice Chair Sheila Foley thinks email only is best, but also post it on the Town Office sign.
  - The Committee will also do a Facebook event and boost it.
  - An RSVP deadline of May 1st is set.
  - Member Stacey Bsullak suggests posting the event on the Poland Maine Community board on Facebook.
  - Door prizes are still needed.

### Business To Business Tradeshow

- Chair Cyndi Robbins posted a “Did you know” question on Facebook and it did not get any interaction.
- Cyndi and Mark Bosse will set up the booth on Wednesday sometime from 12-5 pm.
- A schedule for who can man the booth needs to be made.
  - They will bring Poland Spring water for a handout.
  - Member Stacey Bsullak thinks she is able to arrange her schedule to be there.
- Recording Secretary Alex Sirois will send an email to Poland businesses asking for collateral to hand out at the trade show. They could drop things off at the Business After Hours event.
- Alex will ask for collateral for the trade show. They could bring it to the BAH event.

Beautification

- There is no real update on this item. It will be discussed at the meeting after Business After Hours.
- It is suggested that we could post something on Facebook or possibly discuss it at the Business After Hours event.
- Vice Chair Sheila Foley asks if street lamps are an option. If there is funding left over maybe it is something that could be purchased before July 1st. Sheila has a contact that might be able to help with this. She is going to give it to Cyndi.

**NEW BUSINESS**

- Sheila went to the Selectboard regarding the permit fees for her new commercial building. She was disappointed with how high the permit fees were. The Board asked for a study compared to other communities fees and it was found that Poland is much higher than neighboring towns. Code Officer Scott Neal has proposed a fee schedule that is more in line with other towns.
    - Vice Chair Sheila Foley makes a motion to approve of the proposed permit fees, seconded by Member Stacey Bsullak. No discussion.
- VOTE:            YES - 5                            NO - 0

**OTHER BUSINESS**

- None

**ADJOURNMENT**

Vice Chair Sheila Foley makes a motion to adjourn at 8:10 pm, seconded by Member Stacey Bsullak. No discussion.

VOTE:            YES - 5                            NO - 0

Recorded by: ALS

Accepted on: May 4, 2023

# **REPORTS**

## Expense Detail Report

Department(s): E 400-07-6000-60 - E 400-07-6000-60  
March

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
400 - TIFS				56,500.00	23,745.17	0.00	32,754.83
<b>07 - TIF 2</b>				<b>56,500.00</b>	<b>23,745.17</b>	<b>0.00</b>	<b>32,754.83</b>
6000 - TIFS				56,500.00	23,745.17	0.00	32,754.83
60 - CEDC				56,500.00	23,745.17	0.00	32,754.83
03/07/23	A 0614	PROF. SERV.			100.00	0.00	
03/07/23	A 0614	PROF. SERV.			600.25	0.00	
03/07/23	A 0614	PROF. SERV.			3,500.00	0.00	
03/07/23	A 0614	SINGLE BOOTH			595.00	0.00	
03/21/23	A 0657	HARBOR FREIGHT-GENERATOR			719.99	0.00	
03/23/23	P 0665	03/23/23 Payroll (Dist)			463.94	0.00	
03/30/23	G 0679	FY2023 3rd QTR P/R TAXES			106.47	0.00	
03/30/23	G 0679	FY2023 3rd QTR W/C			29.00	0.00	
		<b>March</b>		<b>0.00</b>	<b>6,114.65</b>	<b>0.00</b>	<b>26,640.18</b>
		<b>Object.....</b>		<b>56,500.00</b>	<b>29,859.82</b>	<b>0.00</b>	<b>26,640.18</b>
		<b>Expense.....</b>		<b>56,500.00</b>	<b>29,859.82</b>	<b>0.00</b>	<b>26,640.18</b>
		<b>Division....</b>		<b>56,500.00</b>	<b>29,859.82</b>	<b>0.00</b>	<b>26,640.18</b>
		<b>Department..</b>		<b>56,500.00</b>	<b>29,859.82</b>	<b>0.00</b>	<b>26,640.18</b>
<b>Final Totals</b>				<b>56,500.00</b>	<b>29,859.82</b>	<b>0.00</b>	<b>26,640.18</b>



## FW: CEDC Financials

Matt Garside <mgarside@polandtownoffice.org>

Tue 5/2/2023 9:26 AM

To: Poland CEDC <PolandCEDC@polandtownoffice.org>

 2 attachments (810 KB)

SEBAGO TECHNICS INC 4,200.25.pdf; 20230502093823.pdf;

Matthew Garside  
Poland Town Manager  
998-4601  
mgarside@polandtownoffice.org

---

**From:** Derek Thebarge <dthebarge@polandtownoffice.org>  
**Sent:** Tuesday, May 2, 2023 9:26 AM  
**To:** Matt Garside <mgarside@polandtownoffice.org>  
**Subject:** CEDC Financials

Matt,

The charges in question for the professional fees for CEDC can be found attached. The second file, the CEDC was charged \$100 of the \$415.68 invoice.

**Derek D. Thebarge**  
**Finance Director**  
**Town of Poland**  
**1231 Maine Street**  
**Poland, ME 04274**  
**Phone: (207) 998-4601, Ext. 207**  
**Fax: (207) 998-2002**  
**Website: [www.polandtownoffice.org](http://www.polandtownoffice.org)**

**Sebago Technics, Inc**  
**75 John Roberts Road, Suite 4A**  
**South Portland, ME 04106-6963**

Town of Poland  
 Scott Neal  
 1231 Maine Street  
 Poland, ME 04274

Invoice number 202302169  
 Date 02/23/2023

Project 12173 Poland Engineering Services

For Professional Services through January 27, 2023

**Total Fee Charges**

	Hours	Rate	Billed Amount
Senior Project Manager	4.00	100.00	400.00
Reimbursable Expenses			<u>15.68</u>
			<u><b>415.68</b></u>
			<u><u><b>Invoice total 415.68</b></u></u>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
202212189	12/27/2022	600.25		600.25			
202302169	02/23/2023	415.68	415.68				
	Total	1,015.93	415.68	600.25	0.00	0.00	0.00

**EXPENSE AUTHORIZATION**  
 Date: 2-27-23  
 Account: E-120-01-3000-75  
 By: Sarah Merrill  
 Amount: \$315.68

~~**EXPENSE AUTHORIZATION**  
 Date: 2-27-23  
 Account: 400-07-6000-60  
 Amount: \$100.00~~

# TOWN OF POLAND, MAINE

5159

-- A/P CHECK -- DATE 3/7/2023

PAYEE: 01790 SEBAGO TECHNICS, INC.

CHECK 5159

WRNT	DESCRIPTION-----	REFERENCE-----	CREDIT	-DISC-	-AMOUNT-
0087	PROF. SERV.	202302169	0.00	0.00	100.00
0087	PROF. SERV.	202212189	0.00	0.00	600.25
0087	PROF. SERV.	202302033	0.00	0.00	3,500.00



Poland

AMOUNT- \*\*\*\*\*4,200.25



**Sebago Technics, Inc**  
**75 John Roberts Road, Suite 4A**  
**South Portland, ME 04106-6963**

Town of Poland  
 Scott Neal  
 1231 Maine Street  
 Poland, ME 04274

Invoice number 202212189  
 Date 12/27/2022  
 Project 12173 Poland Engineering Services

For Professional Services through December 02, 2022

Total Fee Charges

	Hours	Rate	Billed Amount
Senior Project Manager	6.00	100.00	600.00
Reimbursable Expenses			0.25
Invoice total			<b>600.25</b>

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
202211309	11/30/2022	200.00	200.00				
202212189	12/27/2022	600.25	600.25				
	Total	800.25	800.25	0.00	0.00	0.00	0.00

**EXPENSE AUTHORIZATION**

Date: 3/2/2023  
 Account: 400-07-6000-60  
 Signature: *Pratt*



December 27, 2022

Town of Poland  
Scott Neal  
1231 Maine Street  
Poland, ME 04274

**Project No.** 12173  
**Project Name** Poland Engineering Services  
**Invoice No.** 202212189

Dear Scott:

Enclosed is our progress invoice through December 2, 2022 for engineering/planner consultation services for pre-application. These services are outlined in our Municipal General Services Agreement with the Town of Poland updated on January 27, 2022. Services include the following:

- Draft writing of ordinance changes to downtown design requirements for Poland CLUC – 5 hrs
- General administration – 1 hrs
- Reimbursables

Please call me if you have questions. Thank you for your business.

Sincerely,

SEBAGO TECHNICS, INC.

A handwritten signature in black ink that reads "James R. Seymour". The signature is fluid and cursive, with a long horizontal stroke at the end.

James R. Seymour, P.E.  
Senior Project Manager  
[jseymour@sebagotechnics.com](mailto:jseymour@sebagotechnics.com)

JRS:jg  
Enc.

CETE

Sebago Technics, Inc  
75 John Roberts Road, Suite 4A  
South Portland, ME 04106-6963

Town of Poland  
Sarah Merrill  
1231 Maine Street  
Poland, ME 04274

Invoice number 202302033  
Date 02/14/2023  
Project 14062 Poland GIS Services

For Professional Services through February 10, 2023

Description	Current Billed
GIS Office Work	3,500.00
Total	3,500.00

Invoice total **3,500.00**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
202302033	02/14/2023	3,500.00	3,500.00				
	Total	3,500.00	3,500.00	0.00	0.00	0.00	0.00

**EXPENSE AUTHORIZATION**

Date: 3/2/2023  
Account: 400-07-6000-60  
Signature: Pratt

CETC



February 14, 2023

Town of Poland  
Sarah Merrill  
1231 Maine Street  
Poland, ME 04274

**Project No.** 14062  
**Project Name** Poland GIS Services  
**Invoice No.** 202302033

Dear Sarah:

Enclosed is our progress invoice for professional services through February 10, 2023. These services, as requested per a signed contract dated October 6, 2022, include the following:

- GIS office work

Please call me if you have questions. Thank you for your business.

Sincerely,

SEBAGO TECHNICS, INC.

A handwritten signature in black ink, appearing to read "JLH", with a long horizontal flourish extending to the right.

Jacob L. Hansen  
Geospatial Team Lead  
[jhansen@sebagotechnics.com](mailto:jhansen@sebagotechnics.com)

JLH:fn  
Enc.

## Expense Detail Report

Department(s): E 400-07-6000-60 - E 400-07-6000-60  
April

Account-----				Current			Unexpended
Date	Jrnl	Desc---		Budget	Debits	Credits	Balance
400 - TIFS				56,500.00	29,859.82	0.00	26,640.18
<b>07 - TIF 2</b>				<b>56,500.00</b>	<b>29,859.82</b>	<b>0.00</b>	<b>26,640.18</b>
6000 - TIFS				56,500.00	29,859.82	0.00	26,640.18
60 - CEDC				56,500.00	29,859.82	0.00	26,640.18
04/18/23	A 0702	PROF. SERV.			400.00	0.00	
04/18/23	A 0702	ANNUAL DUES			275.00	0.00	
04/27/23	P 0742	04/27/23 Payroll (Dist)			463.94	0.00	
		<b>April</b>		<b>0.00</b>	<b>1,138.94</b>	<b>0.00</b>	<b>25,501.24</b>
		<b>Object.....</b>		<b>56,500.00</b>	<b>30,998.76</b>	<b>0.00</b>	<b>25,501.24</b>
		<b>Expense.....</b>		<b>56,500.00</b>	<b>30,998.76</b>	<b>0.00</b>	<b>25,501.24</b>
		<b>Division....</b>		<b>56,500.00</b>	<b>30,998.76</b>	<b>0.00</b>	<b>25,501.24</b>
		<b>Department..</b>		<b>56,500.00</b>	<b>30,998.76</b>	<b>0.00</b>	<b>25,501.24</b>
<b>Final Totals</b>				<b>56,500.00</b>	<b>30,998.76</b>	<b>0.00</b>	<b>25,501.24</b>





**TOWN OF POLAND, MAINE  
COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE**

May 2, 2023

Re: **April Planning and Development Report**

Dear Committee Members,

**The following new business registrations were received by the Planning and Development Office since the last meeting:**

1. Simply Made by Kelsea, a bath and beauty products business, at 281 Jackson Road.
2. Poland Provisions, a cafe and general store, at 1220 Maine Street.
3. Zbon Fitness, a fitness center, at 1385 Maine Street, Unit 3.

**No applications have been approved by the Planning Board since the last meeting.**

**The following commercial building permits were received by the Code Enforcement Office since the last meeting.**

1. Zach Bonnevie submitted an application for a new 36" x 96" wall-mounted sign, and one 8" x 90" pylon sign at 1385 Maine Street, Unit 3—estimated construction cost of \$1,800.
2. Mark Dubord submitted an electrical permit application for work to be done at 1385 Maine Street, Unit 3.
3. Blue Triton Brands Inc. submitted an application for the installation of an equalization tank proposed as part of the dockyard expansion at 0 Spring Water Road. Estimated construction cost of \$355,000.
4. David Langevin submitted an electrical permit application for power distribution upgrades at 71 Agassiz Village Lane.

Sincerely,

Alex Sirois  
CEDC Administrative Assistant  
Town of Poland, Maine